

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE**

SERVICE AREA 3- CHILDREN'S PROGRAMS

VACANCY ANNOUNCEMENT

This is not an official examination bulletin

MENTAL HEALTH CLINICAL PROGRAM HEAD

Service Area 3 is seeking a highly motivated, self-directed, organized individual to fill a full-time MH Clinical Program Head Position. The individual will be responsible for the oversight of five Special Foster Care units, co-located at the Department of Children and Family Services and one children's administrative unit that oversees the following Children/TAY Programs in SA 3: Full Service Partnership Child and TAY, MAT (Multidisciplinary Assessment Team), Family Preservation, 0-5, School Base, San Bernardino Project and Wraparound.

ESSENTIAL JOB DUTIES:

- Develop operating procedures for the SFC co-located staff and SA 3 Children's Mental Health Programs
- Provide consultation regarding the management and coordination of daily operations of five (5) SFC co-located sites and the SA 3 Children's Administrative Unit.
- Represent Service Area District Chief at community/management meetings as assigned.
- Assist in the triaging of high profile, critical incident or child fatality cases as necessary.
- Liaison with contract providers in assigning of special DCFS cases when needed.
- Coordinate training for clinical staff and make work assignments.
- Consult and collaborate with interagency partners, i.e. DCFS, Probation, Health Services, Los Angeles Office of Education (LACOE), and community service providers.
- Collaborate with and provide consultation to DCFS Staffs on mental health issues.
- Implement Quality Assurance, Quality Improvement, and case review activities.
- Monitor staff performance, quality of care, and service delivery effectiveness.
- Participate in ensuring staff compliance with DMH, State, and Medi-Cal policies and procedures.
- Participate in and facilitate clinical and administrative meetings as needed.
- Travel to community service delivery sites to provide administrative and clinical supervision to Mental Health Clinical Supervisors.

DESIRABLE QUALIFICATIONS:

The candidate must be highly motivated, energetic, self-directed, and clinically sound. The individual must have excellent organizational, interpersonal, oral, and written communication skills. Additionally, the candidate must be reliable, and have the ability to work on a team and in an interagency environment. Prefer knowledge of and experience with the target population and the SFC Program.

Interested individuals, who currently hold the title of Mental Health Clinical Program Head, may fax a detailed resume, last two (2) Performance Evaluations and last two (2) years of master time records by **April 30, 2012** to:

**Debbie Jalomo
Sr. Secretary III
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